



**HALIFAX REGIONAL SCHOOL BOARD  
AUDIT COMMITTEE MEETING  
MINUTES  
April 15, 2015  
5:30 p.m.**

**An Audit Committee meeting was held this date in  
Meeting Room 202 (2<sup>nd</sup> Floor)  
33 Spectacle Lake Dr., Dartmouth, NS**

- PRESENT:** Nancy Jakeman, Chair  
Dave Wright, Vice Chair  
Christy Linders  
Bridget Ann Boutilier  
Cathie O'Toole  
Bruce Densmore
- BOARD MEMBERS:** Melinda Daye, Chair  
Gin Yee  
Cindy Littlefair
- REGRETS:** Selena Henderson, Corporate Secretary  
Ron Heiman, Director, Operations Services
- STAFF:** Elwin LeRoux, Superintendent  
Gary Adams, Senior Staff Advisor  
Danielle McNeil-Hessian, Director, School Administration  
Tracy O'Kroneg, Director, Human Resources  
Alison King, Director, Program  
Terri Thompson, Director, Financial Services  
Kathryn Burlton, Manager, Accounting & Purchasing  
Karen Tucker, Administrative Assistant, Financial Services
- GUEST:** James O'Neil, CA – Partner, Audit - KPMG

**1. CALL TO ORDER**

The Audit Committee Chair called the meeting to order at 5:37 p.m.

**2. APPROVAL OF AGENDA**

**It was moved and seconded (Wright/O'Toole) that the agenda be approved.**

**(CARRIED)**

**3. APPROVAL OF MINUTES / BUSINESS ARISING FROM MINUTES**

*February 18, 2015*

**It was moved and seconded (Linders/Densmore) that the minutes of February 18, 2015 be approved.**

**(CARRIED)**

**4. YEAR END AUDIT PLANNING – MARCH 31, 2015**

*James O'Neil, KPMG*

Mr. James O'Neil of KPMG gave an overview of the Year End Audit Planning Report for the fiscal year ending March 31, 2015, noting that this report is the first level of communication with the Audit Committee for the auditing process for the fiscal year noted above.

The members of the KPMG Team working with the HRSB audit this year are:

- Jamie O'Neil, CA – Lead Audit Engagement Partner
- Laura Noye, CA – Audit Manager, and
- Mark Gagnier, Engagement In-Charge

There have been no changes in the operations or management of the Halifax Regional School Board that would affect the audit for the fiscal year ending March 31, 2015.

Mr. O'Neil discussed the scope of the audit. Questions were asked and answered regarding the audit posting thresholds and their corresponding values.

Mr. O'Neil noted that because of the many protocols in place around school-based funds, the risk of fraud is considered to be low.

In response to Mr. O'Neil's questions asking if there were any cases of fraud or any issues of particular concern to staff in the fiscal year ending March 31, 2015, Ms. Thompson confirmed there was nothing to report in either of those areas.

Mr. O'Neil, while stating the benefits of being the HRSB auditors for several years, ensured KPMG maintains a healthy professional skepticism to avoid complacency during the audit process. They continue to follow all appropriate procedures during the audit. There are internal and external controls in place to confirm audits are unbiased advice and opinions, and also meet the requirements of Canadian professional standards.

The fee estimate for this year's audit is consistent with guidelines set forth in the current audit proposal (RFP).

Ms. O'Toole inquired about upcoming contracts that might impact the 2015-2016 budgets. Ms. Thompson stated that there are several union contracts up for renewal and the 5 year contract with Stock Transportation is in its last year. This will not occur until close to the end of the 2015-2016 fiscal year however, so it will not impact this fiscal year.

Mr. O'Neil confirmed that the preliminary audit work is taking place this week, April 13 – April 17, while the majority of audit work will be over a two week period in May, 2015. The goal is to have the year-end Audit Findings Report presented to the Audit Committee June 17, 2015.

Ms. Jakeman, on behalf of the Audit Committee, thanked Mr. O'Neil for his presentation of the Audit Planning Report.

**5. OTHER BUSINESS**

**6. DATE OF NEXT MEETINGS**

End of year Audit Committee Meeting – June 17, 2015 – 5:30 p.m.


**8. ADJOURNMENT**

**It was moved and seconded (Linders/Wright) that the meeting be adjourned.**

**(CARRIED)**

The meeting adjourned at 6:15 p.m.

  
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Nancy Jakeman  
Chair, Audit Committee

  
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Karen Tucker  
Administrative Assistant, Financial Services

APPROVED